

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3762

TITLE: PARK SPECIALIST II

GRADE: S-20

DEFINITION:

Under general supervision, manages and supervises a limited-scope County-wide program such as aquatics or a limited-scope recreation center; acts as assistant manager of a large recreation center; or supervises an extensive, specialized turf and grounds maintenance program County-wide or at a single location such as grounds maintenance at a large, complex golf facility; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Park Specialist II class is distinguished from the Park Specialist I class in that Park Specialist II positions typically are responsible for a more complex and broader range of duties at specific locations or for the oversight of moderately extensive specialized functions or programs County-wide. The Park Specialist II class is distinguished from the Park Specialist III class in that Park Specialist III positions carry wide management responsibility for the overall operation of a specific site or overall management responsibility for a major function or program County-wide.

ILLUSTRATIVE DUTIES:

Reviews and evaluates the performance of subordinate staff and counsels staff concerning performance;
Provides specialized employee training and development programs for staff;
Prepares financial and administrative reports;
Prepares and submits an annual operating budget;
Adheres to revenue and expense limits, goals and guidelines;
Reconciles revenue and expense reports;
Analyzes and ensures accountability of recreation center inventory;
Authorizes the purchase of supplies and equipment;
Conducts inspections of all facilities to ensure all housekeeping, cleanliness and maintenance of the facility are acceptable and meet quality standards;
Inspects recreation centers and pools for safety hazards and either recommends improvements or ensures that safety measures are implemented or completed;
Develops and implements guidelines for the security and protection of a site against fire, vandalism and other damage;
Ensures compliance with federal, state and County safety and health standards;
Acquires and posts all current certificates, licenses, permits and operating requirements;
Ensures compliance with all site and/or pool operations standards and procedures;
Develops and disseminates material to publicize and market activities at the assigned location;
Coordinates efforts to optimize revenue production and/or customer satisfaction.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles and practices of recreation center, aquatics or rental property operations management, as appropriate to the position;

Ability to motivate and supervise others;

Ability to prepare clear, concise financial and administrative reports;

Ability to administer a budget;

Ability to use a personal computer, applicable software and peripheral equipment;

Ability to maintain effective relationships with staff and the general public;

Ability to develop and implement sound management practices;

Ability to conduct training programs.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:

Graduation from an accredited four-year college or university with a bachelors degree in recreation and park management or other closely related field; PLUS

Two years of progressively responsible experience in park related-work, one year of which must have involved supervisory responsibility.

CERTIFICATES AND LICENSES REQUIRED:

Motor vehicle operators license;

One or more of the following may be required as applicable to the position:

First Aid and CPR certification, within 90 days of appointment;

Fairfax County Pool Operators License, within 90 days of appointment (aquatics only);

Water Safety Instructor, Lifeguard Instructor, Lifeguarding and BLS certificate, within 90 days of appointment (aquatics only);

National Pool and Water Park Lifeguard Training Program Certificate, within 90 days of appointment (aquatics only).

REVISED: March 19, 1998

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REVISED: January 12, 1987